

Policy on Child Protection at Christ Church Clifton

June 2015
Version 15



Christ Church Clifton

Statement on child protection

Our first concern is that children and young people are safe while in our care. Therefore we:

- Appoint Parish Safeguarding Officers.
- Plan the work of the church among children and young people so as to minimise situations where abuse of children or young people may occur.
- Carry out tight appointment procedures for anyone applying to work among children and young people.
- Are committed to supporting and providing appropriate training for all paid leaders and volunteer leaders in relation to Child Protection.
- Are committed to supporting parents and families.
- Are committed to nurturing, protecting and safeguarding children and young people in our care, especially the young and vulnerable.
- Recognise that child protection is everyone's responsibility.
- Follow appropriate measures should any disclosure of abuse be made.
- Seek to support all in the church affected by abuse.
- Review this policy annually.

If you have any concerns for a child in relation to any Child Protection matter then speak to one of the following people, who have been approved as Parish Safeguarding Officers for this church.

Graham Stuart
(Christ Church)

Vacancy
(Christ Church)

Agreed by the parochial Church Council on

Signed (by PCC Secretary).....

Date:

Policy on Child Protection at Christ Church Clifton

Name of Church: CHRIST CHURCH (hereafter 'the church')

Location: Clifton Down Road, Clifton, Bristol, BS8

Denomination: Church of England

Vision for Children's and Youth Ministry at Christ Church

The Children's and Youth Ministry at Christ Church Clifton exists to fulfil the mission statement of *Being transformed by Jesus to see the Kingdom come* amongst children and young people, and to glorify God as we do so.

This is done by:

- Supporting and encouraging parents who are primarily responsible for the teaching of Biblical truths to their children.
- Making the whole counsel of God known to children, with particular emphasis on the Gospel of Jesus Christ.
- Equipping the children and young people to live for Jesus Christ.
- Relying on God for the children and young people's spiritual life and growth, by praying for them.
- Living faithfully before the children, modelling for them how Christians are called to relate to God, each other and the world around.

Church Statement

The church has an established and growing children's and young people's ministry and the Parochial Church Council (PCC) recognise that children and young people are a crucial part of today's Church. The church aims to protect and safeguard the welfare of children and young people entrusted to the church's care.

Why a Child Protection policy?

Experience has shown that those who work with children in any and every setting can subject them to abuse. All allegations of abuse of children by a professional, staff member, foster carer or volunteer should therefore be taken seriously and treated in accordance with Child Protection procedures.

Church aims

The PCC of the church, through its delegated staff and volunteers responsible for working with children and young people (see appendix 1), is committed to:

- Listening to, relating effectively and valuing children and young people whilst ensuring their protection within church activities.
- Encouraging and supporting parents/ carers.
- Ensuring that children's/ youth leaders are given support and training.
- Having a system for dealing with concerns about possible abuse.
- Maintaining good links with the statutory child care authorities.

Areas of policy

The PCC recognises that some children and young people are victims of neglect, and physical, sexual and emotional abuse. Accordingly, the PCC has adopted the policy contained in this document. This policy document should be read in conjunction with the document 'Child protection: guidance for volunteers'. Between them, the policy and guide set out agreed guidelines relating to the following areas:

- Responding to allegations of abuse, including those made against leaders or members of the church.
- Appointing children's and youth leaders.
- Supervision of activities and practice issues.
- Helping victims of abuse.
- Working with offenders.

All members of staff and leaders in overall charge of childrens and youth groups must be familiar with both the policy and the 'Child protection: guidance for volunteers'. Volunteers working in a group but not in overall charge need to sign that they have read and understand the 'Child protection: guidance for volunteers'.

Appointment of leaders

Ensuring a safe environment for children and young people begins long before a Saturday evening or Sunday morning. All prospective volunteers for children's and youth ministry will go through the screening procedure described in Appendix 1 Screening, . This section also describes arrangements for initial observation of childrens/youth work by potential volunteers, their probationary period after initial appointment and arrangements for renewal of leader status every 5 years.

Supervision of groups, activities and residential events

The supervision of all groups and their associated activities are outlined in the document 'Child protection: guidance for volunteers'.

Helping victims of abuse

As a church we are committed to supporting victims of abuse and encouraging them in their faith. Though we do not want to relinquish our role as pastors, the counselling of people who have been abused, especially children, is a very sensitive area and is often best dealt with by those who are trained in this area. See Appendix 10 for guidance on Pastoral care within the church for those who have been abused.

Working with offenders

Where someone attending church is known to have abused children, then, whilst extending friendship to the individual, the PCC in its commitment to the protection of all children will meet with the individual and discuss boundaries that the person will be expected to keep. All those within the church who have a criminal record will be cared for under the guidelines in Appendix 11. Our first concern is the protection of children and young people in our care, whilst trying to minister to those who are offenders.

Guidelines for Recognising Abuse

All staff and volunteers will be trained in how to recognise abuse and the appropriate procedures for dealing with abuse. These guidelines can be seen in 'Child protection: guidance for volunteers'.

Review of Child Protection Policy

The policy will be reviewed annually in conjunction with suitable leaders from each group, the Operations Manager, PSOs and the children and Emerging Generations Pastors. The PCC will receive an annual report, assuring that all leaders have been checked and to confirm that the policy has been reviewed and informed of any changes to policy.

This policy is based on a model Child Protection Policy supplied by the Churches' Child Protection Advisory Service and the 'Safe and Sound' document provided by the Bristol Diocese. This policy will be kept in the church office at Linden Gate, Clifton Down Road, Clifton, Bristol, BS8 4AH, and a copy of the policy and any amendments will be filed with the Bristol Diocese.

Child Protection Responsibilities and Accountability

ALL THOSE INVOLVED IN THE CHILD PROTECTION PROVISION AND POLICY AT CHRIST CHURCH WILL BE CHECKED THROUGH THE CHURCH SCREENING PROCEDURE

The Child Protection Group

Name	Role	Reason for involvement
Graham Stuart	Parish Safeguarding Officer (Children) (PSO)	Lay representative from CC Independent from management and children's work
Vacancy	Child Protection Representative (PSO)	Lay representative from CC Independent from management and children's work
Chris Whitwell	Emerging Generations Pastor (EGP)	Staff representative and practical implementation of the CC Child Protection policy.
Vacancy (Andy Murray)	Children's Pastor (CP)	Staff representative and practical implementation of the Child Protection policy.
Mark Parsons	Operations Manager (OM)	Oversight of implementation of Child Protection Policy on behalf of the PCC and PCC secretary

The Child Protection Representative(s)

Role

The Parish Safeguarding Officers (PSOs from now on) are the first port of call for any allegation or other issue relating to Child Protection. They will work to promote and raise awareness of Child Protection issues and take an interest in the church's work with children and young people so as to be familiar with children and young people's groups, their activities and their leaders.

The PSOs will also take a role in the administration of the Child Protection Policy (CPP) – in practice, this means:

- They will ensure that the annual review of the CPP takes place.
- Be familiar with the procedure for contacting the Diocesan Safeguarding Adviser (DSA) and social services where appropriate – to understand the method for reporting and dealing with an allegation or other Child Protection issue, and perform appropriate risk assessments.
- Ensure appropriate systems are in place with regard to the selection, appointment and training of leaders

The PSOs will also have some involvement in training in Child Protection issues – in practice, this means:

- In conjunction with the OM, ensure all training of the CP and EGP is appropriately undertaken.
- With the EGP and CP, work to ensure suitable training is delivered for all relevant parties (to include wardens).

Suitability and availability

- Someone who is approachable to others.
- Someone not involved in children's and youth work or the church management team.
- Someone who is able to make themselves known to children and youth leaders.

Accountability

- Appointed by, and accountable to, PCC.

The Children's and Emerging Generations Pastors

Role

These two staff members will have oversight for the practical implementation of the CPP throughout the work of the church. This means that they will be responsible for interviewing, reviewing and training all leaders appropriately, ensuring the CPP is relevant, working and up to date. In addition, these members of staff will be familiar with appropriate reporting procedures and act in accordance with the policy.

These staff members will also:

- Inform the church administration of all new recruits and maintain correct records.

- Oversee the interviewing, reviewing and appraisal structures of the volunteers, ensuring that the records in the church office are correct and up-to-date.
- Monitor the operation of the policy within the specific children's and youth groups. Ensure that all those in overall charge of leading groups are fully aware of all aspects of the policy and seeking to ensure that every individual leader within those groups are following the policy.
- Ensure that no-one is leading a group who is not an approved leader, and wearing their badge.
- Attend Diocesan training events in Child Protection issues and bring changes or relevant issues to the Child Protection Group.

Suitability and availability

These staff members have been entrusted by the Vicar with the operational implementation of the CPP. They will be responsible for the practical outworking of this policy.

Accountability

To the Vicar (or his representative – see below) and PCC.

Operations Manager

Role: The OM is the Vicar's representative for Child Protection issues at CC and, where deemed appropriate, will bring issues to the Vicar, PCC and PSOs. The OM will ensure that correct information is passed to the PCC via the PCC Secretary and that the PCC is kept suitably informed of any relevant Child Protection issue (while maintaining confidentiality).

The OM is to ensure that the Child Protection Group understands their roles and responsibilities and adheres to them.

The OM will co-ordinate the administrative process of the Child Protection Policy in co-operation with other administrative staff. This includes overseeing the correct administration of the CPP and ensuring that both the church office and relevant staff members are keeping correct records. Where appropriate, the OM will inform the PSOs of any positive disclosure from DBS procedure.

The PCC delegates to the Operations Manager the responsibility to approve off-site activities based on a completed record form and risk assessment.

Suitability and availability

This staff member has been entrusted by the Vicar and PCC to ensure that the PCC policy on Child Protection is effectively and efficiently implemented, including compliance with DBS requirements.

Accountability – to the Vicar and PCC.

Ultimate oversight and responsibility of the Child Protection Policy rests with the Vicar and PCC.

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Appendix 1 Screening, appointment and supporting of leaders

1.1 Appointing Volunteers & Leaders

All potential children and youth leaders will be required to complete a screening procedure. Only upon the successful completion of this procedure will the volunteer leader be allowed to serve within the children and youth ministries. For details of this procedure see below. All forms and leader details will be kept in a locked filing cabinet in the church office.

All appointments will be reviewed after an initial probationary period of 4 months and then every 5 years.

Initial interview

The Children's Pastor or Emerging Generations Pastor, will meet with anybody seeking to serve in the ministry and have an initial interview to establish their standing as a Christian and within the church. If necessary the children or Emerging Generations Pastor can delegate this responsibility to an experienced 'senior leader' of one of the children's groups, with the agreement of the appropriate Child Protection representative.

All leaders must be 18 years of age or older. Young people who are at least 14 years of age are welcome to help with children and youth teams, subject to the approval of the Children's Pastor or Emerging Generations Pastor, but this is always under the supervision of the adult *leaders*.

Individuals will not normally be considered for a position leading children's work until they have attended Christ Church regularly for at least 6 months.

Observation

Someone interested in offering to volunteer as a leader may attend the relevant group on one occasion only in order to observe the activities. This is in order to help them decide if they wish to volunteer. This observation visit would take place after the initial interview and without having been through the full screening procedure. The group leader will record this observation visit in the relevant group log book. It will be made clear to the children that the potential volunteer is a visitor and not a leader, and they will not be given any leadership responsibilities.

Contact details

If appropriate, the applicant's contact details will then be passed onto the church office, and all forms (application, DBS and CPP) will be forwarded to them. The applicant will fill them in appropriately and return them to the church office. The forms are:

- DBS form filled in and returned with correct identification.

- Application form completed and signed. This will include a statement that they have read and accept the 'Child protection: guidance for volunteers'.¹

Refusal or failure to complete these forms will deem the applicant unable to work with children or young people, and their application will not be taken any further.

Portability of DBS checks

- If applicants already have a current DBS check obtained, for example, in relation to their job, this will not be accepted as valid for working with children and young people at Christ Church.
- DBS checks that have been obtained by the Diocese of Bristol in relation to working with children and young people will be portable and valid at Christ Church.
- DBS checks that have been obtained by Emmanuel church (the daughter church of Christ Church) in relation to working with children and young people will be portable and valid at Christ Church.

References

Once all forms have been received two references will be requested and the DBS form sent off. Both referees should have known the applicant for at least one year. Neither reference should be from someone who is currently a leader in the group that the applicant plans to lead in.

DBS form and references received

Once the DBS report has been received this will be reviewed by the Interim Operations Manager. When a clear DBS report and two satisfactory references have been received, the church office will inform the Children's Pastor or Emerging Generations Pastor who will contact the applicant. The new leader will be given an official name badge confirming their status as a leader. The appropriate minister will discuss with them how they can further serve within the ministry.

If any issues are raised by the DBS report or the confidential application form, this may mean that the individual cannot serve as a children's leader.

If an issue is raised by the DBS report Bristol Diocese, as the Registered Body, will conduct a risk assessment as follows:

- Review the information already disclosed by the applicant on the confidential application form
- Speak with the applicant either in person or on the telephone depending on the outcome of the above
- Make any other enquiries as necessary, e.g. Police, Social Services Department, previous employer
- Discuss with the Vicar whether or not the individual should be appointed.

¹ In order for a fair and thorough screening procedure of each individual volunteer both a church application form and a CRB is required of each applicant.

- A decision or recommendation will be made by the Vicar and the Bristol Diocesan CPO about the suitability of the applicant to work with children.
- A written record of this discussion and the decision will be kept with the DBS report in the church office.

Probation

Once becoming a leader the applicant will have a probation period of 4 months (1 academic term) and during this time the children or Emerging Generations Pastor or other group leaders will observe their interaction with children. At the end of the period the relevant leader of the group will discuss with them their continuation in the ministry area and agree that it should be continued or, if deemed appropriate, ended. Also, if the applicant feels they wish to stop serving then they are free to do so. If continuing as a leader, the applicant will be given a review date.

NB: all leaders details are kept securely at Church office in perpetuity.

Renewal

Appointment of all leaders of childrens work will be renewed every five years. The church office will send a renewal form and DBS application form to the Childrens worker or Youth worker. The Children or Youth worker, or one of the designated overall group leaders, will have an informal review discussion with the leader and both will sign that they are happy for the appointment to continue. This review form will be returned to the OM with the completed DBS forms for a renewed application for DBS clearance. The date of next renewal will be maintained on the church database.

Maintenance of records

NB: all leaders' details are kept securely on hard copy at the Church office In perpetuity.

Decision not to appoint

An applicant will not be appointed to any position within the children's or youth ministry if:

- Any indication of abuse of children/ young people is revealed by the application form, references, checks with the Criminal Records Bureau or interview
- The applicant refuses to a check being made on their past background
- The applicant refuses to answer questions in interview or application form
- The applicant refuses to accept the church's CPP and 'Child protection: guidance for volunteers'.

If a decision not to appoint for the above reasons is made, the applicant will be told in a sensitive and loving manner, explaining the church's position in respect to these matters. Emphasis will be made of their worth and an assurance that they will be helped into exploring other areas of church ministry that do not involve children or young people.

If during the process of application it becomes known that the applicant has a criminal record then the church will follow its procedures concerning offenders (see Appendix 11 Ministering to Past Offenders).

1.2 Training & Supervision

It is the responsibility of the incumbent and the PCC to offer and encourage training in Child Protection . The practical outworking of training and ongoing supervision for all those involved in children's and youth ministry has been delegated to the Children and Emerging Generations Pastors and, where necessary, the Child Protection Representatives (PSOs from now on), on the PCC's behalf.

It is the responsibility of all leaders who are serving in the children's and youth ministry at Christ Church to read the 'Child protection: guidance for volunteers' that are relevant to the area of ministry they wish to work in. They also need to sign that they have read the guidelines and agree to all its procedures as part of the application form. If they do not agree to the policy then they will not be allowed to serve within the children's or youth ministry.

After four months of being in post each leader within the Children and Youth Ministry will be reviewed as to their suitability to continue as a leader.

Each leader will be clear about their tasks and responsibilities, and about those of the relevant member of staff who is supporting and overseeing the ministry they are involved in.

Training will be provided at the beginning of each academic year for all those involved in children and youth ministry at Christ Church and the policy will be discussed at this meeting. It will be encouraged that all leaders, staff members and churchwardens attend this training session at least once every two years. The training will include the following topics:

- Raising awareness of the problems encountered in keeping children safe
- How to put into effect the good practice guidelines outlined here
- What to do in the case of an allegation or suspicion of abuse
- How to protect children involved in the church when a known child sex offender is in the congregation
- The outworking of 'Child protection: guidance for volunteers'

If a leader is unable to attend the meeting then the children or Emerging Generations Pastors, or the leader of the specific group in which the new leader will serve, will run through the guidelines with them at another time.

The children's and Emerging Generations Pastors will attend training provided by the Bristol Diocese and will inform the Child Protection Group, leaders and staff of any changes or additions to the policy.



Safer Recruitment at Christ Church

Before anyone can work as a volunteer with children and / or vulnerable adults at Christ Church, there are a number of steps which we must follow to ensure the safety of those entrusted to our care. This process is known as 'safer recruitment' and consists of a number of steps including:

- **Outlining and clarifying the role to which the person is being recruited** – *this is done by the leader who heads up the particular ministry or activity (Part 1 of this form).*
- **Completing an application form and self-declaration form** – *this is done by the volunteer who is being recruited to serve in a particular ministry area (Part 2 of this form).*
- **Taking up references** – *this is done by the church office staff based on the information supplied in Part 2.*
- **Determining if a Disclosure and Barring Service (DBS) check is required for this role** – *if the role involves **substantial** contact with children and vulnerable adults, the church office staff will initiate a DBS check. They will use the information outlined in Part 1 of this form to determine if a DBS check is required.*
- **Clearing the volunteer to serve in the ministry area** – *once all the checks and references are complete the church office staff will indicate if the volunteer is cleared to serve.*

No one must start working with children and / or vulnerable adults until this process is complete and they have received clearance from the church office to do so.

Beginning the safer recruitment process

In order to start the application process, the ministry leader must complete Part 1 of this form. If you are volunteering for a role within Christ Church, please give this form to the person who recruited you for this role or the person who heads up the ministry area for which you are volunteering and ask them to complete Part 1 first.

Applying for a DBS check

Churches in the Diocese of Bristol are now using a new system to apply for DBS checks - the CCPAS E-bulk system. Applicants will be given a link to a secure website where they will complete their DBS application form online. Once complete, identification and documentation checks can now be done locally by church office staff, either at Linden Gate during the week or after a service on Sunday. Not everyone working with children and /or vulnerable adults will need a DVS check, but if you do, the Church Office will send you an email with further details.

Remember, if at any stage you find this process or the application form overwhelming, please contact Mark or Becky in the church office for help. We are very willing to support and encourage you through the safer recruitment process.

If you would like further information about safeguarding at Christ Church, please see our website at www.ccweb.org.uk, speak to one of our Parish Safeguarding Officers or contact the church office.

Christ Church Clifton

Church Office | Linden Gate | Clifton Down Road | Clifton | Bristol | BS8 4AH
t 0117 973 6524 (ext 230) e Mark.Parsons@ccweb.org.uk w www.ccweb.org.uk

Christ Church Clifton is a UK registered charity no 1130529

PART 1 – to be completed by the MINISTRY LEADER

This part must be completed BEFORE you ask the volunteer to complete Part 2.

If you are volunteering for a role within Christ Church, please give this form to the person who recruited you for this role or the person who heads up the ministry area for which you are volunteering and ask them to complete this page first.

Ministry Leader's Name:

Ministry Area:

Volunteer's Name:

How this was volunteer recruited?

Role Title to which the volunteer has been recruited:

Please outline a Role Description for this role:

Please outline a Person Specification for this role:

- Tick here to confirm that you have interviewed this person and confirmed that they are suitable for the above role, that you have offered them the role (subject to the necessary clearance) and that they have accepted.

Is this role eligible for a DBS check? YES / NO *(delete as applicable)*

Please check with the church office for guidance, but you will need to have completed ALL the information above in order for the office to confirm if a DBS check is needed for this particular role.

- If a DBS check is needed, tick here to confirm that you have informed the applicant that the role is subject to an Enhanced DBS check.

Please note that the applicant must not start in this role until they have received clearance from the Church Office to do so.

I declare that the information I have supplied is correct:

Signed

Print

Position

Date

Please pass this form to the **APPLICANT** and ask them to complete **PART 2**

PART 2 – to be completed by the APPLICANT

Safer Recruitment Volunteer Application Form

PLEASE PRINT CLEARLY!

PERSONAL DETAILS

Your Full Name:

Your Date of Birth:

Your Home (Permanent) Address:

Postcode:

How long have you lived at this address?

(If less than 12 months, please give your previous address)

Postcode:

Term Time Address (if you are a student):

Postcode:

Landline Telephone Number:

Mobile Telephone Number:

Email Address:

Please make sure you use an email address you check regularly and that you write it clearly. You will be sent further details about your application including how to apply for a Disclosure and Barring Service (DBS) check (if necessary) via this email address. If you do not have an email address, please contact the church office for further advice.

Your Occupation (or Course if you are a student):

Are there any special issues or circumstances that will have an impact on your commitment and involvement in this area of ministry?

CHRISTIAN COMMITMENT

Briefly describe how and when you became a Christian?

How long have you been attending Christ Church Clifton?

Previous church attended (if you have attended Christ Church for less than 2 years):

Address of previous church:

Postcode:

Name of Minister:

Period of attendance:

WHY HAVE YOU APPLIED FOR THIS ROLE?

Role applied for:

This should be the same as the "Role Title" from Part 1 of this form

Why would you like to serve in this role?

What previous experience have you had in this area of work (either within or outside of the church)?

Don't worry if you haven't had any!

Please give details of any relevant qualifications or appropriate training you have?

Do you have any skills or gifts in a particular relevant area? Eg games, craft, drama, music, any other areas?

--

REFERENCES

You must supply two referees whom we can contact. One referee must be someone from within Christ Church, eg a small group leader, or someone who you have worked with in a church context but NOT the person named in Part 1 of this form. The second referee must be someone outside of Christ Church. Neither referee can be a relative or a close personal friend.

Please ensure you have asked your referees before entering their details below and do inform them that someone from Christ Church will be in touch with them.

<u>Referee 1</u>
Name
Address
Postcode
Telephone No
Email Address
Preferred method of contact?
<i>We will use email unless you indicate otherwise</i>
How do you know this person?

<u>Referee 2</u>
Name
Address
Postcode
Telephone No
Email Address
Preferred method of contact?
<i>We will use email unless you indicate otherwise</i>
How do you know this person?

CONFIDENTIAL SELF DECLARATION -

Protection of Children, Young People and Vulnerable Adults Confidential Declaration

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the Bristol Diocesan Safeguarding Adviser. All forms will be kept securely under the terms of the Data Protection Act 1998. If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

1(a) **Have you ever been convicted of a criminal offence other than those convictions which are no longer subject to disclosure under the Exceptions Order 1975 (2013).**

Please tick Yes No

Motoring offences that cannot be dealt with by a prison sentence need not be declared. Posts where the person is working or coming into regular contact with children or vulnerable adults are exempt from the 'Rehabilitation of Offenders Act 1974'. Convictions obtained abroad must be declared as well as those from the UK. For further guidance on these exceptions please refer to DBS Filtering guidance at www.gov.uk/government/publications/dbs-filtering-guidance.

1(b) **Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace other than cautions, reprimands, warnings or bind overs which are no longer subject to disclosure under the Exceptions Order 1975 (2013).**

Please tick Yes No

For further guidance on these exceptions please refer to DBS Filtering guidance at www.gov.uk/government/publications/dbs-filtering-guidance

1(c) **Are you at present under investigation by the police or an employer for any offence?**

Please tick Yes No

1(d) **Have you ever been found by a civil matrimonial or family court to have caused significant harm to a young person under the age of 18 years?**

Please tick Yes No

Significant harm involves serious ill treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom you had pastoral responsibility.

1(e) **Has any such court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?**

Please tick Yes No

1(f) **Has your name been placed on the Protection of Children Act (POCA), list 99 or the Protection of Vulnerable Adults list (POVA), barring you from work with children or vulnerable people?**

Please tick Yes No

2(a) **Has your conduct ever caused or been likely to cause significant harm to a child or vulnerable adult, or put a child or vulnerable adult at risk of significant harm?**

Please tick Yes No

2(b) **To your knowledge, has it ever been alleged that your conduct has resulted in any of the things listed in 2a above?**

Please tick Yes No

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or vulnerable adult. Any allegation or complaint investigated by the police, Children's Services, an employer or voluntary body must be declared. Checks will be made with the relevant authorities.

3. **Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection register or been the subject of a care order, a supervision order or child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?**

Please tick Yes No

All these matters will be checked with the relevant authorities

4. **Have you any health problems which might affect your work with children or vulnerable adults?**

Please tick Yes No

Declare in confidence any health issues that may affect your ability to work with children or adults. This questions is primarily intended to help you if you subsequently need to withdraw from work e.g. because of a recurring health issue.

5. **Have you, since the age of eighteen, ever been known by any other name than that given above?**

Please tick Yes No

6. **Have you, during the past five years, had any home address other than those given above?**

Please tick Yes No

DECLARATION

I declare that the above information (and that on any attached supplementary sheets) is accurate and complete to the best of my knowledge and that I consent to a DBS check if it is necessary for this role.

Signed

Date

Print (Full Name)

Date of Birth

WHAT HAPPENS NEXT

1. Please check that you have fully completed PART 2 of this form and that the ministry leader who asked you to take up this role has fully completed PART 1.
2. Return the whole form to Christ Church Office, Linden Gate, Clifton Down Road, Clifton, Bristol, BS8 4AH.
3. Upon receipt, the church office staff will process your form and contact your two referees.
4. If this role is eligible for a DBS check, you will receive further instructions via email. You will be sent a link and password to the CCPAS E-bulk system where you will need to complete the DBS application form online. Once completed you will need to bring your identification documents to church or the church office so they can be checked. Further information and detailed instructions will be supplied in the email.
5. Once your application form has been checked, references received and DBS clearance received (if eligible) the church office will contact you and your ministry leader to confirm that you are have been cleared to serve, or what further action we may need to take.

Please note that you must not start in this role until you have received clearance from the Church Office to do so.

Please check that you have <u>fully</u> completed PART 2 of this form and that the ministry leader who asked you to take up this role has <u>fully</u> completed PART 1 then return the whole form to Christ Church Office, Linden Gate, Clifton Down Road, Clifton, Bristol, BS8 4AH.
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PART 3 – to be completed by the CHURCH OFFICE

Date Application Received:

Applicant's Name:

Role Title / Ministry Area:

Ministry Leader's Name:

Eligible for a DBS Check: YES NO the section marked * below only needs to be completed if a DBS check is required

	<u>Date</u>	<u>Initial</u>	<u>Done</u>
Application Form acknowledged			
Details added to Safeguarding Group on Database			
Part 1 checked / OK			
Part 2 checked / OK			
* DBS login details sent to applicant			
* DBS Self Declaration Form completed and checked			
* ID Checks completed			
* Section Y completed			
* DBS Clearance received			
* Added to DBS Clearance Group on the Database			
Reference 1 Posted / Emailed			
Name			
Reference 1 Received			
Reference 2 Posted / Emailed			
Name			
Reference 2 Received			
Cleared to serve			
Applicant Informed			
Ministry Leader Informed			
PCC Informed			
Church Database Updated			
Paperwork Filed			

Appendix 1b

Sample Interview Questions

This list of questions is not comprehensive, but a sample that could be asked, depending on the situation and circumstances.

1. Why do you want to work with children and young people?
2. What experience do you have in working and caring for children and young people, and over what period of time is that experience?
3. What do you feel you can bring to enhance the work of the church with children and young people?
4. How do you think your faith may influence your work?
5. What experience do you have working as a member of a team?
6. *Have you ever had an application for work with children and young people declined?
7. *Have you ever had any concern expressed to you about your conduct with children and young people?
8. *Have you ever been investigated by the police or Social Services in regard to children, either in this country or abroad?
9. *Have you ever been the subject of court proceedings concerning harm to a child?
10. *If you were offered this post/voluntary role is there anything else we should know in terms of your previous work or relationship with children?
11. Can you tell us about any experiences of working with children who have been difficult or unpleasant, and how you dealt with these?
12. How would you deal with a child who was being aggressive and challenging towards you personally?
13. Have you any experience in dealing with children and young people who face problems in the areas of drug and alcohol misuse or child abuse?
14. Is there anything you would like to know about working with, and caring for, children within our church?

These questions should be asked, and you may feel that they could more easily be used at the beginning of the interview.

Appendix 2 Initial Child Registration Record

For use in non-residential activities/visits

DETAILS OF CHILD/ YOUNG PERSON

Name: _____ Date of Birth: _____
School: _____ School year: _____
Address: _____
Mobile phone no: _____
Group Attending at Christ Church: _____

PARENT/GUARDIAN CONTACT DETAILS

Name: _____
Address: _____
Parent/ Guardian home number: _____
Parent/ Guardian work number: _____
Parent/ Guardian mobile number: _____
Person other than parent/guardian who could be contacted in case of
emergency if parent/guardian is not available:
Name: _____ Phone numbers: _____

HEALTH

Whilst your child attends any activity provided by Christ Church and is under our care, it is important to know whether they... (Please fill in as appropriate)

- Suffer from any allergies
- Are on any medication
- Have any health conditions
- we should know about
- Have any dislikes or fears

Registered GP's name, practice name, phone number:

Please sign consent form overleaf

CONSENT

I confirm that I have read the "Information for Parents/Guardians" and agree with all that it has said. I hereby give permission for my son/daughter named above to take part in the activities listed on the programme or group information under the supervision of the leaders.

As well as the usual meeting place for my child's group described in the 'Information for Parents/ Guardians' form, I understand that during the course of the normal group activities my child may also be taken to other rooms in the Church building, Linden Gate, Clifton High School, onto Christchurch Green, or the Downs, and I give permission for this to take place, according to the guidelines set out for leaders within the church. I understand that I will be asked to sign a separate consent form for activities in any other venues.

I understand that this information will be kept securely and indefinitely by the church in line with the Data Protection Act 1998.

In case of illness or accident I authorise...

- 1) The leader of the activity to sign on my behalf any written form of consent required by medical authorities if a delay in obtaining my signature is considered inadvisable or unnecessary by the doctor.
- 2) The leader to administer prescribed and non-prescribed medication if necessary.

Signed:

Name:

Date:

Appendix 3 Information for Parents/ Guardians

Leaders' Responsibility

- The leaders will be responsible and care for the child within the times stated below, in accordance with the Christ Church Policy on Child Protection and Young People
- To care and look after the child(ren) during the allocated time, making sure that all measures of safety, as stated in the 'Child protection: guidance for volunteers', are adhered to.
- To provide teaching and support in the Christian faith for the child(ren), alongside the lifelong support of the family.

Parent/ Guardian's Responsibility

- To pick up your child(ren) at the given time or arrange for them to get home safely
- To be responsible for your child outside the set programme time.
- To work in partnership with the children / Emerging Generations Pastor in the growth and development of your child(ren).
- To allow your child to be supervised under Christ Church Policy on Child Protection and young people

Christ Church Policy on Child Protection and young people

If you wish to see a copy of the Christ Church Policy on Child Protection or the 'Child protection: guidance for volunteers' they are available on the church website or by contacting the church office on 0117 973-6524.

If you have any questions about specific groups then please contact the Children's Pastor (responsible for Children age 0 – 11) or the Emerging Generations Pastor, (responsible for young people in School years 7-13). Alternatively, if you have any concerns please contact one of our Child Protection Representatives. Contact details are given below.

Children's Pastor

Vacancy 0117 973 6524

Emerging Generations Pastor

Chris Whitwell 0117 973 9640

Child Protection Representatives

Graham Stuart 07966 168879

Vacancy

Group	Venue	Start Time	Finish Time
Tots' church (0-2 yr olds)	Brentnall Room	When dropped off by parent and signed in during set time in the 10.45am service	12.00pm (Upon collection)
Mini church (2-4yr olds)	Andrew Room & Hallam	When dropped off by parent and signed in during set time in the 10.45am service	12.00pm (Upon collection)
Kids' church (School yrs 1-6)	Crypt	When dropped off by parent and signed in during set time in the 10.45am service	12.15am (Yrs 1-4 Upon collection; Yrs 5&6 self sign in/out)
Trailblazer socials (school yrs 5 & 6)	Different locations	Fridays – varying start times	Varying finish times (upon collection)
Wahey it's Wednesday (Reception – year 6)	Crypt	Wednesday 4.15pm	Wednesday 5.30pm (upon collection)
Friday Night Youth Service (School yrs 7-13)	Crypt	Friday 7.30pm	10pm
Saturday Night Club (School yrs 7-13)	Crypt	(yrs 7&8) Saturday 7pm (yrs 9-13) Saturday 8pm Event nights: (yrs 7-13) 7.30pm	8.30pm 10pm 10pm
Pathfinders Sunday Morning	Clifton High or Linden Gate	Sunday 9.30am (meet in information area at the back of church)	10.45am (Children are not collected by parents, but are dismissed upon return to Christ Church. Local children may walk home and this is noted on the register).
Pathfinder Impact Groups	Check website for venues	Wednesday or Thursday (fortnightly) 7pm (Parents to drop off)	8.30pm (parents to pick up)
Going Deeper	Crypt or other venue advertised in advance	Sunday 5.15pm (various dates advertised in advance)	6.15pm
Meeting Point Impact Houses	Check Website for venue and dates	Wednesday or Thursday 7.30pm	9.30pm
Frisbee	The Green outside church (check	Sunday 8pm	9.15pm

	website for dates)		

Appendix 4 Registration Book Form

Group Name:			
Date:		Leaders Present:	
Activities during Session:		1.	2.
		3.	4.
		5.	6.
		7.	8.
		9.	10.
		11.	12.
		13.	14.
Name	Time In/Out (If late or leaving early)	Contact Telephone Number	Age

Appendix 5 Accident and Incident Form

This form should be completed immediately after any accident or significant incident.

Day, date and time of incident:

What are the names, addresses and ages of those involved?

Where did the incident take place?

Name of your group?

Who is normally responsible for the group? (name, address, phone number)

Who was responsible for the group at the time of the incident, if different from the above?

Which other workers were supervising the group at the time of the incident?

Who witnessed the incident? (names, addresses, ages if under 16):

Describe the accident/ incident (include injuries received and treatment given):

Have you retained any defective equipment? (if so, where is it being kept):

What action have you taken to prevent a recurrence of the incident?

Is the site still safe for the group to use?

Is the equipment still safe to use?

Who else needs to be informed, and have they been informed?

Need to inform Parish Safeguarding Officer of incident? Yes / No

Signature of person in charge of group at time of accident/ incident:

Print Name:

Date:

Appendix 6 Parent/ Guardian Activity Consent Form

If you are a parent or guardian of a child under 18 yrs old the form below must be filled out in full and brought to any social activity organised by Christ Church Clifton. Thank you.

Activity: _____ Date of Activity: _____
Venue: _____
Transport: _____
Cost: _____

Start Time: _____	End time: _____
-------------------	-----------------

Name of Child: _____ Age: _____ D.O.B: _____

Address: _____ Home Tel: _____

Mobile: _____

Does your child have any medical conditions we should be aware of?
YES/NO (*if yes please state what they are*)

Is your child taking any medication? YES/NO (*if yes please state the full name of the medication*)

Parent/guardian/emergency contact details:

Name: _____

Address: _____

Parent/ Guardian home number: _____

Mobile tel no: _____

Doctor's Name _____

Tel: _____

I understand that

- My child will be under the care of the leaders and will abide by the rules and guidelines laid down by the leaders of the activity/visit.
- If my child's behaviour during the visit/ activity is unacceptable I may have to collect my child
- If my child is unwell during the visit/ activity I may have to collect my child
- Whilst those in charge of the party will take all reasonable care, they cannot necessarily be held responsible for an injury, loss or damage suffered during the visit/ activity
- In the event of an emergency, every effort will be made to obtain my consent to any medical/surgical/dental treatment and/or administration of anesthetic/ blood transfusion
- If these efforts prove unsuccessful, the leader(s) in charge of the visit/activity will then use their best endeavors to contact the

parent/guardian or other person listed as emergency contact.

I hereby give permission for my son/daughter named above to take part in the activity described above.

In case of illness or accident I authorise...

- 1) The leader of the activity to sign on my behalf any written form of consent required by medical authorities if a delay in obtaining my signature is considered inadvisable or unnecessary by a doctor.
- 2) The leader to supervise and administer prescribed and non-prescribed medication

Signed:

Name:

Date:

Appendix 7 Visit/ Activity Details Form

To be completed by Visit/Activity organiser and sent to the church office before the event.

General arrangements	
Visit/Activity Description	
Visit/Activity Destination	
Inclusive dates	
Departure time	
Return time	
Assembly point	
Dismissal point	
Attach timetable, activities involved, and risk assessment (see Appendix 8)	
Details of leadership team	
Visit/Activity organiser	
mobile phone number	
Deputy Visit/Activity leader	
mobile phone number	
Attach list of all adults attending	
Details relating to young people	
Number of young people attending	
Attach list of young people attending	
Insurance	
Confirm insurance in place for all drivers, venues and facilities involved	
The parish emergency contact person contact in case of emergency during visit/ activity	
Name	
Address	
Home tel. no.	
Daytime tel. no.	
Mobile tel. no.	
FOR PCC USE ONLY	
Visit approved	
Visit approved in principle – ALL remaining information indicated by * to be submitted by for final approval for the visit/activity	
Visit not approved	
Signed on behalf of PCC	
Date	

Appendix 8 Sample Risk Assessment Form

Date	Activity	Risk Level	Risk	Precautions
10, 11, 15 April	Coach Journeys	Medium	Coach Accident, losing youngster	Professional coach company used. Leaders on coach Leader checking members on and off the coach.
10 April	Bench Ball	Medium	Physical Injury; sprain ankles, broken limbs, concussion, asthma attacks	Leaders present First Aider present Referee to make sure no excessive force used,
10 April	Mascot-making and song	Low	Scissor cuts	Leaders present First Aider present Instructions on safety given by leader.
11 April	Knitting	Low	Needles in body	First Aider on site (contactable via mobile)
11 April	Football	Medium	Physical Injury; sprain ankles, broken limbs, concussion,	Leaders Present/ Referee First Aider on site (contactable via mobile)
11 April	Box-Kart	High	Physical Injury; deep cuts, hammer injuries, amputation	Leader present Leaders supervise tool use First Aider contactable
11,12,14 April	Swimming	High	Drowning, death	First Aider present Qualified Life-guard present Members informed not allowed in pool area without lifeguard present.
11-14 April	Craft	Low	Cuts, glue on fingers.	Leader present First Aider on site (contactable via phone)
10 April	Contraband Game Escape from Alcatraz Game Prison Break Game	Low	Physical Injury; sprain ankles, broken limbs,	Leader Present with torches First Aider on site Clear instructions given Adult Supervision

13 April	Alton Towers	High	Physical Injury: sprain ankles, broken limbs. Death by machinery Contact with unknown adults	Leaders on site Stay in groups of four or more. Fixed point during day which members can return to if parted from their group. Professional centre with staff on each activity. First Aid staff on site from organisation. Every child will have one leader's number to call in the event of emergency (Meeting Point: Crispin Keanie/ Pathfinders: Helen Saunders)
12 April	Uni-Hoc	Medium	Physical Injury; sprain ankles, broken limbs, concussion, eye injuries, cuts & abrasions	First Aider Present & contactable via mobile

Appendix 9 Details of leaders to be maintained in church office on database

- Name
- Address
- Group
- Date interviewed
- Interviewed by
- Date Forms sent out to applicant
- Date forms received back from applicant
- DBS form sent to agency
- Letter to referees sent
- Reference 1 received
- Reference 2 received
- DBS check received
- DBS seen by OM and approved
- Date application approved & leader informed
- Date probation meeting held
- Date last attended training
- Review due

Appendix 10 Ministering to Victims of Abuse in their Childhood

Current research and media coverage is helping to reveal the extent of child abuse. Often the tendency is to think that child abuse is something that happens somewhere else – not where I live, or to anyone I know. The reality is that abuse happens to all sorts of people, real people living real lives. Sadly the extent of abuse and the resultant past hurts and present suffering are widespread and exist in all parts of society, including our congregations.

Many people have been exposed to abuse during their lifetimes. There are people around us every day who, in very individual ways, live with its after-effects. It is to these people, often called 'survivors' (especially if they have experienced child sexual abuse), still suffering from the effects of abuse, that we seek to extend the care of the Church. We know that it is God's will for all to share the deep peace and wholeness of body, mind and spirit that Jesus Christ came to give. It is our privilege as church members to be able to minister to them.

Pastoral Care/ Counselling

Counselling for sexual abuse survivors is complex, requiring a great deal of skill and training. As a general rule, counselling will not be offered until after any court proceedings unless agreed by Social Services and/or the Crown Prosecution Service/ Police. Where professional counselling is needed before a court case, it should be made available subject to the above. Pastoral support, however, is often useful in helping the survivor to deal with the situation, acknowledging feelings and pray about issues.

Physical Effects

Some children will have been hurt so badly that they will need medical help. There could be lasting damage. Sexual and emotional abuse and neglect may not leave visible scars but there are often other possible effects, which could continue into adulthood.

Emotional and Spiritual Effects

There can be problems of poor self-image and blame. A child may feel s/he is 'dirty' or unlovable. Self-esteem may be affected. There will be a need to stress they are not to blame for the abuse. Sensitive pastoral support can help a child to accept that God loves them just as they are, no matter what.

Issues of Father God

Abused children and adults will often speak of difficulties in relating to 'Father God'. This may be because 'Father' represents an absent, silent, mocking, violent or sexually abusive person in position of power and authority. A child or young person needs to understand the truth that the Father God will not treat them as the abuser did. This may take some time.

Future Relationships and Sexual Issues

Sexual abuse may make the victim feel they could never have a sexual relationship again. Others might feel that the only safe sexual partner would be one of the same sex, because their abuser was of the opposite sex. Still

others might choose to have a same-sex relationship because they 'must be gay for it to have happened.' Also, just because a person is abused by someone of the same sex, it does not mean that they will necessarily acquire homosexual tendencies.

Sexual abuse may have the effect of awakening the sexual feelings of the child in a way they find hard to deal with and feel guilty about. They might have enjoyed certain touches and feelings and might have approached the abuser for further contact because it felt nice or was expected. They may indulge in frequent masturbation. All this happens because children may have had their sexual beings aroused for the purpose of gratifying their abuser. Such activity is age-inappropriate. A crime has been committed against them. They will need reassurance that they are not to blame for the abuse.

Forgiveness

Sometimes Christians make the mistake of forcing an abused person to forgive. Certainly, many Christians accept that God expects forgiveness of those who have sinned against us, but you cannot rush people. Forgiveness may happen in stages. Forgiveness may be an act of the will at first but, by God's grace, it can become a reality. Alternatively the victim may choose not to forgive, and it is not for us to condemn them. God knows the difficulties survivors face in this area.

The other side of forgiveness is for the abuser to understand the crime he/she has committed against a child. We must be open to the abuser being forgiven. However, just because someone seeks forgiveness, it does not mean that all can be forgotten and that the victim should be fully reconciled to the abuser.

Issues of Touch

The abused person may be frightened by touch because they associate it with violence or sexual assault. They may not have received tenderness and love, so hugging or even a handshake could feel threatening. Consider how you pray with someone who has experienced abuse. Do not assume that it is OK to 'lay hands' on them. Always ask first and respect their answer.

Children and young people who associate touch with sexual activities may feel sexually aroused and flirt provocatively with adults or other children, touching them in the genital or breast area. For your own safety and to help them learn what is acceptable behaviour, you will need to explain why you are not responding to their overtures.

A Learning Community

Learning to be communities where people feel safe enough to share their pain, and learning to give appropriate support to the survivors of personal traumas, is an important aspect of each church's call to be a healing community open to all. Every one of us needs the healing that only Christ can give, and our church communities need to be able to share that healing in Christ's name.

Our congregations can learn to develop a healing environment. We are all called to be part of Christ's healing body. There are a number of resources available to us to help us grow in developing that environment, both in us as individuals and in our congregations. Developing good practice in our children's work is an important start. See the list following this article for some books and organisations.

Useful Information

Books

Surviving Child Sexual Abuse – Supporting Adults in the Church
Jeanette Gosney, Grove Books, 2002

The Courage to Heal
Ellen Bass and Laura Davis, Cedar 1988

From Silence to Sanctuary
Jane Chevous, SPCK 2004

Victims No Longer: men recovering from incest and other sexual abuse
M. Lew, Harper and Row, 1990

Time for Action – Sexual Abuse, the Churches and a new dawn for survivors
Churches Together in Britain and Ireland 2002

The Courage to Tell
Margaret Kennedy, Churches Together in Britain and Ireland, 1999

Responding well to those who have been sexually abused
House of Bishops' policy and good practice guidelines , Church House publishing, July 2011

Organisations

Bristol Crisis Service for Women

A national Helpline for women: Friday and Saturday evenings 9.00 pm – 12.30am and Sundays 6.00pm – 9.00pm.

Address: PO Box 654, BRISTOL, BS99 1XH

Tel: 0117 925 1119

Christian Survivors of Sexual Abuse (CSSA)

An organisation for Christian adults sexually abused in childhood.

Address: BM-CSSA, LONDON, WC1N 3XX

Ministers and Clergy Sexual Abuse Survivors (MACSAS)

A group for women and men sexually abused by clergy or ministers as children or as adults.

Address: c/o CSSA, BM-CSSA, LONDON, WC1N 3XX

Network Christian Counselling

Address: College Park Road, Henbury Road, BRISTOL, BS10 7QD

Tel: 0117 950 7271

Willows Christian Counselling Service

Address: 496 Cricklade Road, SWINDON, SN2 7BG

Tel: 01793 706646

S:VOX

A voice for abuse survivors and those who support them

Address: S:VOX, c/o St James' Church, 236 Mitcham Lane, LONDON, SW16 6NT

E-mail: info@svox.org.uk

Website: www.svox.org.uk

Appendix 11 Ministering to Past Offenders

The gospel teaches us that we have all offended God – we have all pushed Him away and continue to do so. The presence of sin in our lives means that we hurt others, and hurt God by the way we live, but the good news is that we have the possibility of change, through accepting and loving Jesus as our Lord. The Bible teaches that we can change through the power of the Holy Spirit, and we believe in His power to facilitate healing and reconciliation in our lives.

'Ministering to Past Offenders' is about how we, as a church, deal wisely and responsibly with those who join our church after having been convicted of a criminal offence. 'Past Offenders' for the sake of this document is how we will refer to people who have been convicted in this way.

The teaching of Christ is to forgive those who hurt us, love the unloveable and bear with one another. As a church, we want to ensure that we are Christ-like in the way we deal with all people – but we are also called to be discerning, use our wisdom and protect others who are vulnerable. For these reasons, we feel it is important to understand as a church how to deal with those who have been convicted of a criminal offence and wish to be members of our church.

Teaching and Pastoral Care

We are committed to teaching the gospel – the good news that, although we are all sinful people, Christ died to set us free from sin. We believe in the power of God to heal and save the broken, and in our calling as a church to teach that by example.

This is what we hope to teach to all people – both those who have criminal convictions and those who don't. Where appropriate it may be right to teach and mentor someone one-on-one to further explain this, and, where this is deemed suitable, it will take place and be encouraged by the church leadership.

Protection of Others

We will protect others by:

- Informing appropriately those who may be at risk of harm due to the presence of an offender in our church.
- Training all our staff in how to deal with those who have a criminal record.

Protection of the Past Offender

We will protect the past offender by:

- Limiting the number of people who are informed of the identity of someone who has been convicted of an offence.
- Offering to meet with such an individual to teach and pastor them regularly.
- Praying for them.

- Completing a risk assessment, which will be carried out in consultation with the PSO and the Diocesan CPO if necessary.

Confidentiality

The following procedure is suggested:

When someone tells a staff member or volunteer something in confidence, they must explain to them that, if the matter relates to a conviction, others may need to be informed (see below).

If a staff member or volunteer is informed by someone that they have been convicted of an offence, the church wardens and the Vicar must be informed. Depending on the nature of the offence, the church wardens and vicar will then decide on the best course of action.

If the conviction was for abuse of children, the Child Protection Representative must be informed – the Diocesan Parish Safeguarding Officer will then also be informed, and a risk assessment of the situation undertaken.

Rehabilitation

Part of rehabilitation of offenders is ensuring that the conditions that caused them to offend originally are reduced or removed. For this reason, a risk assessment of every individual who could pose a risk to others will be undertaken when such an individual is made known as detailed above.

As a church, we will endeavour to work with those who have been convicted of a criminal offence in such a way so as to offer ongoing support and counselling.

Ministering to people who are known to have sexually abused children

It is very important that churches always take steps to protect the children in their congregation by engaging in dialogue with the offender and promoting a safe environment. Where a sex offender is known, befriended and helped by a group of volunteers to lead a fulfilled life without direct contact with children, the chances of re-offending are diminished, and the church has thus an important role contributing to the prevention of child abuse. However it may become known that a member of the congregation has sexually abused a child or young person, the Diocesan Parish Safeguarding Officer should be consulted, so that a safe course of action can be agreed in conjunction with the relevant statutory agencies. Owing to the compulsive nature of child sexual abuse, it is expected that the parish will negotiate a formal agreement with the past offender.

If the person's victim attends the church the past offender should be introduced to another congregation. Consideration must be given to other people who have been abused in the past.

Policy for Christ Church Clifton with regard to those who may pose a risk to children

Although this section refers to past offenders, the same principles apply to any other individual who may pose a risk to children, whether or not they

have committed an offence. For example, someone may disclose a history of violence towards adults or feelings of sexual attraction towards children to a church leader. If they have not committed an offence, such individuals will not be identified through DBS checks so it is especially important that these principles are followed.

The offender will not be offered or accept any role or office in the church which gives them status or authority, as a child or young person may deem that person to be trustworthy.

An honest and in-depth discussion should be held with the past offender, explaining that a small group from the congregation will need to know the facts in order to create a safe environment for him or her. Those needing to know are likely to include the clergy, churchwardens, PSO and the children's and Emerging Generations Pastor.

The group should offer pastoral care, support and friendship as well as supervision.

They should endeavour to keep channels of communication open. It must be made clear that no one else will be informed of the facts without the offender's knowledge. The highest levels of confidentiality should be maintained.

Alongside the setting up of a support group, consideration should be given as to whether, with the past offender's permission, the congregation should be told. The advantages and disadvantages of this course of action should be carefully considered.

It will be necessary to establish clear boundaries, both for the protection of the young people and to lessen the possibility of the adult being wrongly accused of abuse. The support group should prepare an agreement with the past offender and either the Vicar and the churchwardens or the PCC which might include the following elements:

- attend designated services/meetings only where support group members are present
- sit apart from children
- stay away from areas of the building where children meet

- attend a house group where there are no children
- decline hospitality where there are children
- never be alone with children
- never work, or be part of a mixed age group, with children

The past offender should be asked to sign the agreement. The agreement should be enforced, with no manipulation allowed, and be reviewed at regular intervals with the Diocesan Parish Safeguarding Officer. An agreement must remain in place so long as the person is a member of the congregation, whether or not their name appears on the Sex Offenders Register. If the agreement is broken, consult the Diocesan Parish

Safeguarding Officer. It may be necessary to consider banning the past offender from church, telling other churches, the police or the probation service. If the person cannot be banned because they live in the parish, the advice of the Diocesan Registrar should be sought and a high level of supervision maintained. In some cases offences come to light only after many years. In such situations great sensitivity will be required. It must, however, be remembered that there may still be a substantial risk to children.

Useful Information

Meeting the Challenge

How Churches Should Respond to Sex Offenders, Board of Social Responsibility, Occasional Paper No.1, 1999.

Most churches should have a copy of this A5 booklet as it was sent to all incumbents by the Bishop of Bristol in 1999.

Stop It Now!

This is an organisation which, amongst other things, runs a confidential freephone help and advice service. This is for people who are looking for help, either because they are, or are thinking of, abusing a child and is an advice service for those with concerns about someone who may be abusing or is at risk of abusing.

Address: Stop It Now! UK & Ireland, PO Box 9841, BIRMINGHAM, B48 7WB

Tel: Freephone helpline 0808 1000 900

E-mail: help@stopitnow.org.uk

Website: www.stopitnow.org.uk

Circles of Support and Accountability

Circles of Support and Accountability are being piloted by various organisations, including the Society of Friends and the Lucy Faithfull Foundation, under the guidance of the Home

Office. They offer a system of structured befriending and supervision for sex offenders, often at the point of release from prison. Many of the volunteers involved in the circles are recruited from churches although the offenders are not necessarily Christians. If a known sex offender who attends a church is also part of a Circle of Support and Accountability they will have a specific contract with the circle as well as any parish arrangements.

Address: The Lucy Faithfull Foundation, The Wolvercote Centre, Nightingale House,

46-48 East Street, EPSOM, Surrey, KT17 1HB

Tel: 0870 774 6354

E-mail: tfffwol@lucyfaithfull.org

Website: www.lucyfaithfull.org

Appendix 12 Changes to DBS Policy

Version 3
Remove duplication throughout policy
Drop 'conditional leader' status
Make it clear that all leaders must have badges
Shorten leaders probation period to 4 months, delegate probation reviews to overall group leaders
Allow specified people who are overall group leaders (e.g. overall leader of Trailblazers, or Climbers) to interview potential leaders, subject to agreement of SCRs
Make it clear that the Children's Pastor and the Emerging Generations Pastor are personally responsible for ensuring that the policy is followed within their areas of responsibility
Remove the requirement to re-register all children every year, as this was impractical. Instead do initial registration and consent form, and keep register at each event
Amalgamate the leaders registration form and the statement that they have read and will abide by the SCP
Simplify statement about registration of children and collection of children from childrens groups. Update information about this in appendix 3.
Remove all details specific to individual childrens groups, ensuring that all principles are included in relevant sections of the policy
Remove references to the Project and Finance Manager
Version 3.2.
Changed SCR details from Ann Skerratt to Linda Witham
Minor editing
Version 3.3
Clarification of procedure when DBS report or application form reveals convictions or concerns
Version 3.4
Clarification of procedure if an issue appears on a DBS check
Application of adult:child ratio for events in houses
Clarification re suitable referees
Version 4
Emphasised that if an incident occurs that raises concern about possible abuse or child safety, then action should be taken the same day
Added social network policy to appendices
Changed name of policy to 'Policy on safeguarding children and young people'
New clause in Appendix 1.1 to explain that DBS checks obtained elsewhere are not portable, but DBS checks obtained by Bristol diocese for working with children or young people in another church will be accepted in Christchurch, as will DBS checks obtained by Emmanuel via CCPAS.
Removed separate appendix about Emmanuel, as it will have its own policy now
Version 5
Removed Neil Hopkins as Youth Team Leader. Inserted details of Nick Crane
Replaced references to child protection with 'safeguarding children' throughout
Version 6
Replaced reference to safeguarding children with child protection throughout.
Updated the Social Services contact details in Section 7.
Version 7
Added line to Residentials and Mission trips sections re: checking who else will have

access to the site and their DBS status.
Removed references to Linda Witham as CPO – replaced, where appropriate, with 'vacancy'
Replaced references to Emerging Generations Pastor with Youth Team Leader (and EGP with YTL)
Replaced references to Nick Crane as youth contact with Sian Lowe.
Replaced a reference to 16 Mortimer Road with office address at Linden Gate.
Version 8
Split document into the Policy and the 'Child protection: guidance for volunteers', in order to clarify which sections are policy documents and need to be understood by church leaders and which need to be understood by volunteers. Removed duplication
Version 9
Updated social networking policy. This new version was highlighted to all involved in youth work
Version 10
Replaced references to 'vacancy' with Sarah Valentine as CPO
Replaced references to Olivia Harris with Adam Tams
Replaced references to Director of Operations with Interim Operations Manager (and Dir of Ops with OM)
Replaced references to Sian Lowe as youth contact with Tabi Evans
Replaced references to Youth Team Leader with Emerging Generations Pastor (and YTL with EGP)
Replaced references to Jane Simpkins with Matti Shannon
Version 11
Added section in guidance to volunteers about visitors to groups
Changed wording of ministering to offenders to refer to 'past offenders'
Slightly changed wording about taking children to toilet
Version 12
Changed Child registration to reflect accurate locations
Changed group names to Tots', mini and kids' church
Changed start and pick up times to reflect 10.45am service
Changed finish time of Wahey
Version 13
Changed references to Adam Tams with Mark Parsons
Changed references to Chris Salisbury with Graham Stuart
Version 14
Terminology and personnel updated where appropriate / relevant
New Safer Recruitment application form added to Appendix 1a
Version 15
Replace Sarah Valentine with Vacancy